



Application for Hourly Employment

Today's Date _____

Completing an application does not imply you will be interviewed or hired, only that you will be given full consideration in competition with other applicants for a vacancy. All applications will be kept on file for 6 months. **Please answer all questions on the application and attach a resume if available.** Please Print.

Typical part-time work at the library may include: Circulation desk – greet patrons, check books in and out, answer patron questions; Shelving – sorting and re-shelving materials; Audio Visual – help patrons locate AV materials; Tech Center – help patrons with photocopy machines, reader/printers, and computers; Help with library clerical projects on desk.

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City _____ State ____ Zip Code _____

Home Phone _____ Work Phone (Optional) _____

Email Address _____ Social Security Number (Optional) _____

Are you at least 18 years of age? ☐ Yes ☐ No If under 18 years of age, give birth date _____
(Birth date is needed to comply with labor laws and work restrictions for minors under 18 years of age)

Are you a former KPL employee? ☐ Yes ☐ No Do you have the legal right to work in the US? ☐ Yes ☐ No

EDUCATION AND TRAINING RECORD (Mark all appropriate boxes)

Are you a high school graduate? ☐ Yes ☐ No Name/Location of high school _____

Do you have a GED or equivalent? ☐ Yes ☐ No Where did you receive your GED? _____

Are you attending school now? ☐ Yes ☐ No If yes, where _____

If attending school now, what is your expected date of graduation? _____

Please attach your class schedule for current and next semester if possible.

Educational Institutions:

Name of Technical School, College, or University	Location of School	Major, Minor, or Concentration	Degree or Certificate Earned/Year

Licenses and/or Certificates which relate to the position for which you are applying:

Type of License/Certificate	Issuing State/Agency	Number	Expiration Date
<input type="checkbox"/> Drivers <input type="checkbox"/> Chauffeur's <input type="checkbox"/> CDL			

AVAILABILITY

Number of hours per week you can work _____ Please indicate below when you are available:

☐ Morning ☐ Afternoon ☐ Evening ☐ Saturday ☐ Sunday ☐ Summer only

Do you work now? ☐ Yes ☐ No Would you continue if employed at the library? ☐ No ☐ Yes

Where would you prefer to work in the library? _____

Can you work at a branch location? ☐ Yes ☐ No

Which branch(es) could you work at? ☐ Eastwood ☐ Oshtemo ☐ Powell ☐ Washington Square

OTHER SKILLS/ASSETS

Computer applications with which you are familiar: E-mail ☐ Yes ☐ No

Word Processing ☐ Yes ☐ No Data Entry ☐ Yes ☐ No Spread Sheets ☐ Yes ☐ No

Computer software you are familiar with: _____

List other information, knowledge, skills, abilities, and interests which add to your qualifications for employment: _____

List office machines you can operate: _____

Write a brief statement describing why you are qualified for library work: _____

REFERENCES (Not Relatives) - The library will check your references. Work, volunteer, or school related references are preferred.

Name	Address	Telephone Number	Relationship

Excluding minor traffic violations, have you ever been convicted of a felony or misdemeanor?

☐ Yes ☐ No Please explain _____

A prior conviction does not necessarily mean that you cannot be employed. Criminal convictions will be considered in relation to the position for which you have applied.

EMPLOYMENT HISTORY

Start with your current or most recent job, including military duty. Include full-time, part-time, summer and temporary employment. Additional employment history may be attached.

Employer Name _____ Start Date _____ End Date _____

Street Address _____ City _____ State _____ Zip Code _____

Position Title _____

Reason for leaving _____

Description of duties, responsibilities, and equipment operated _____

May we contact this employer? ☐ Yes ☐ No

Supervisor's Name _____ Phone _____

Employer Name _____ Start Date _____ End Date _____

Street Address _____ City _____ State _____ Zip Code _____

Position Title _____

Reason for leaving _____

Description of duties, responsibilities, and equipment operated _____

May we contact this employer? ☐ Yes ☐ No

Supervisor's Name _____ Phone _____

Employer Name _____ Start Date _____ End Date _____

Street Address _____ City _____ State _____ Zip Code _____

Position Title _____

Reason for leaving _____

Description of duties, responsibilities, and equipment operated _____

May we contact this employer? ☐ Yes ☐ No

Supervisor's Name _____ Phone _____

Employer Name _____ Start Date _____ End Date _____

Street Address _____ City _____ State _____ Zip Code _____

Position Title _____

Reason for leaving _____

Description of duties, responsibilities, and equipment operated _____

May we contact this employer? ☐ Yes ☐ No

Supervisor's Name _____ Phone _____

I affirm the information provided on this application (and accompanying resume and notes, if any) is true and complete. **I understand and agree any misrepresentation or false statement on this application shall be considered cause for the rejection of this application or, in the event I become employed, immediate discharge.**

I authorize the Kalamazoo Public Library to investigate all statements contained in this application, including record of any former employers, police departments, and other references or sources concerning me. I authorize all references and sources to release this information without liability for damage incurred in giving it. I waive any written notice of the release of these records that may be required by state or federal law.

I understand that after receiving a conditional job offer, I may be required to successfully complete a medical examination including drug testing. I further agree, if hired, to submit to any future medical examinations (including drug and alcohol testing) that are justified by business necessity as required by Kalamazoo Public Library.

I understand employment in some positions at Kalamazoo Public Library is conditional upon review of my credit history. I authorize Kalamazoo Public Library to request and obtain such information if I am an applicant for one of these positions.

I understand employment at Kalamazoo Public Library is conditional upon review of my criminal conviction records. I authorize Kalamazoo Public Library to request and obtain from any criminal justice agency, an investigation and report to determine my prior criminal conviction(s), if any.

I understand I will be required to produce at the time of hire Employment Eligibility documents in compliance with the Immigration Reform and Control Act of 1986 (Employment Eligibility Form I-9).

If hired, I agree to comply with the applicable rules and regulations of Kalamazoo Public Library.

Signature _____ **Date** _____

Thank you for your interest in employment at Kalamazoo Public Library.
Return this application to:

Kalamazoo Public Library
Administrative Services – 3rd Floor
315 S. Rose St.
Kalamazoo, MI. 49007
Fax: 269.342.8324

Kalamazoo Public Library is an **EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER**. All personnel actions, including recruitment, hiring, promotion, training, and benefits are administered without regard to race, color, religion, sex/gender, national origin, age, disability unrelated to ability to perform one's job, height, weight, familial status, marital status, veteran status, or sexual orientation.